

**EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON**

September 17, 1956

MEMORANDUM FOR THE NSC PLANNING BOARD

SUBJECT: NSC Planning Board Procedures

Mr. William H. Jackson, as Chairman of the NSC Planning Board, has approved the following changes in Planning Board procedures, effective this date:

1. As an experiment in an effort to expedite the Planning Board's work, there will be only one regular meeting of the Planning Board each week at the usual time, 2:00 p.m., on Mondays.
2. The meeting each Thursday at 2:30 p.m. will henceforth be a regular Board Assistants meeting. It will begin with the usual debriefing of the Council meeting, which Planning Board members should feel perfectly free to attend. Following the debriefing, however, the agenda will consist of Board Assistants projects.
3. The normal procedure, after receipt of a first draft of a new policy paper from the agency primarily responsible for the subject of the paper, will be a preliminary discussion of the substance of the policy by the Planning Board. The first draft will then be referred to the Board Assistants for revision in the light of the Planning Board discussion. The Planning Board will then consider the Board Assistants' redraft, referring it back to the Board Assistants for further drafting if necessary.
4. Progress Reports will continue to be scheduled for discussion by the Planning Board, without preliminary Board Assistants' consideration.

5. This procedure will inevitably involve more agenda items at each weekly meeting of the Planning Board. Therefore, to make this procedure successful:

a. Each Planning Board member should be prepared to state his policy views clearly for the benefit of the Board Assistants, and concisely in order that the Planning Board may complete its agenda.

b. Each Board Assistant must be fully informed as to his Planning Board member's views in order that the Board Assistant's draft reports will generally reflect such views.

A revised tentative agenda under this new procedure will be issued to the Planning Board tomorrow.

JAMES S. LAY, JR.  
Executive Secretary